

**New Jersey Department of Education**  
**OFFICE OF SCHOOL-TO-CAREER AND COLLEGE INITIATIVES**  
**Carl D. Perkins Vocational and Technical Education Act of 1998**  
**and/or State Vocational Education**  
**FISCAL YEAR 2003 BUDGET SUMMARY FORM**

**A. CHECK ONE:** \_\_\_\_\_ **SECONDARY** \_\_\_\_\_ **POSTSECONDARY**

**B. ELIGIBLE RECIPIENT:** \_\_\_\_\_ **C. PROJECT NUMBER:** \_\_\_\_\_ **-03**

<b>D. EXPENDITURE CATEGORY</b>	<b>E. FUNCTION &amp; OBJECT CODE</b>	<b>F. PROGRAM COSTS</b>	<b>G. ADMIN. COSTS</b>	<b>H. TOTAL (F + G)</b>
<b>INSTRUCTION</b>				
Personal Services - Salaries	100-100			
Purchased Professional & Tech. Services	100-300			
Other Purchased Services	100-500			
General Supplies	100-600			
Other Objects	100-800			
<b>SUBTOTAL INSTRUCTION</b>				
<b>SUPPORT SERVICES</b>				
Personal Services - Salaries	200-100			
Personal Services-Employee Benefits	200-200			
Purchased Prof. & Tech. Services	200-300			
Purchased Prof. Ed. Services	200-320			
Purchased Property Services	200-400			
Other Purchased Services	200-500			
Travel	200-580			
Supplies and Materials	200-600			
Other Objects	200-800			
Indirect Costs	200-860			
<b>SUBTOTAL-SUPPORT SERVICES</b>				
<b>FAC ACQ &amp; CONSTRUCTION SERV</b>				
Buildings	400-720			
Instructional Equipment	400-731			
Non-instructional Equipment	400-732			
<b>SUBTOTAL-FACILITIES ACQUISITION &amp; CONSTRUCTION SERVICES</b>				
School-wide Programs: Abbott	520-930			
School-wide Programs: Non-Abbott	520-932			
<b>TOTAL PROJECT EXPENDITURES</b>				

**I.**

\_\_\_\_\_  
**BUSINESS ADMINISTRATOR/CFO NAME**

\_\_\_\_\_  
**BUSINESS ADMINISTRATOR/CFO SIGNATURE**

\_\_\_\_\_  
**DATE**

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<b>INSTRUCTIONS FOR COMPLETING GRANT BUDGET SUMMARY FORM</b>
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**NOTE:** Refer to the Uniform Minimum Chart of Accounts distributed by NJDOE for specific instructions regarding classification of expenditures within category headings.

- A. **Check** either Secondary or Postsecondary;
- B. **Enter the name** of the Eligible Recipient;
- C. **Enter Project Number.** The Project Number consists of the type of grant plus the district/college/agency code plus the last two digits of the fiscal year;  
(Note: All secondary project numbers begin with PERK. Example: PERK 0000 – 03.  
All postsecondary project numbers begin with PSFS. Example: PSFS 0000 – 03)
- D. and E. Follow the Expenditure Category and Function and Object Code;
- F. **Enter the proposed Program Costs** in the appropriate line, using the information contained on the completed Budget Detail forms. The budgeted amounts in each category on the budget detail pages must match the subtotals for expenditure categories itemized on this Grant Budget Summary;
- G. **Enter the proposed Administrative Costs** (if any) in the appropriate line, using the information contained on the completed Budget Detail forms. The budgeted amounts in each category on the budget detail pages must match the subtotals for expenditure categories itemized on this Grant Budget Summary;
- H. **Add the expenditures** in columns F and G to obtain the totals for line H. The Total Project Expenditures at the bottom of column H must equal the total of all Budget Detail pages and the amount requested on Item 8b of the Title Page form. (There are often errors on this page, including incorrect subtotals and totals, incorrect placement of numbers on the Expenditure Category lines, and transposing of numbers.) Check the math for accuracy; and
- I. **Enter the name of the LEA Business Administrator/Chief Financial Officer, either of which must also sign and date the bottom of the page.**